

**OFFICIAL RECORDS OF  
THE ALLEN COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

Meeting of September 28, 2017 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, September 28, 2017 at 3:00 p.m. at the Main Library. Present: Mr. Seifert, presiding, Mr. Eisbart, Mr. Williams, Mr. Castleman, and Mr. Brown. Absent: Ms. Shamanoff and Mr. Moss.

**ADOPTION OF THE AGENDA**

On motion of Mr. Eisbart, the agenda was adopted as presented.

**APPROVAL OF MINUTES**

On motion of Mr. Williams, the minutes of the following meeting were approved as written:

- a. Minutes of executive session August 29, 2017.
- b. Minutes of regular session August 29, 2017.
- c. Minutes of approval of claims September 8, 2017.

**FINANCIAL REPORT**

On motion of Mr. Williams, the financial report for August 2017 was approved. A copy of this report is appended to and made a part of these minutes.

**APPROVAL OF CLAIMS**

Ms. Southard certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of her knowledge and belief. Then on motion of Mr. Castleman, the claims were approved for payment.

**Wires**

<b>EFT</b>	9/13/17	Medical claims from PHP for 9/15/17	\$ 91,782.66
	9/27/17	Medical claims from PHP for 9/29/17	\$ 65,289.77
	9/22/17	PERF Contributions PR #19	\$ 52,743.95
	9/18/17	Old National HSA Employer Contribution	\$ 8,437.51

**EFT Subtotal: \$ 218,253.89**

**Payroll**

9/22/17	Gross \$ 439,800.05	net \$ 304,279.49
	Payroll Taxes	<u>\$ 122,442.18</u>

**Payroll Subtotal: \$ 426,721.67**

**Accounts Payable Check Batches:**

(see "Check Register" for detail of total)

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Star Bank general	9/20/17	#219453-#219460	\$ 54,772.11
operating accounts	9/15/17	#219461-#219667	\$ 464,083.03
Less VOIDS:		#216939 & #219317	\$ (1,525.00)
		<b>Star Bank Subtotal:</b>	<b>\$ 517,330.14</b>
		<b>Accounts Payable Check Batches Subtotal:</b>	<b>\$ 517,330.14</b>
		<b>Grand Total:</b>	<b><u>\$ 1,162,305.70</u></b>

**RESOLUTION NO. 2017-5, “ORDINANCE FOR APPROPRIATIONS AND TAX RATES”**

Mr. Brown moved the adoption of Resolution No. 2017-5, “Ordinance for Appropriations and Tax Rates.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

**STRATEGIC PLAN UPDATE**

Ms. Southard updated the board on the strategic planning process. The paper and online surveys have closed, in total there were about 1,200 online surveys and nearly 60 paper surveys submitted.

The next phase of the strategic plan is to hold 2 synthesis meetings and a retreat.

- Attendees to these meetings will be a mixture of staff members, community partners, and board members.
- During the 2 synthesis meetings on October 2, attendees will analyze the survey data and feedback from public/staff forums. The groups will look at the themes that have been drawn out of those findings.
- After that, the work product will get moved to a retreat phase. Similar to the synthesis meetings, attendees will be senior staff members along with community partners, and board members.
- During the retreat on October 4, high level goals will be developed and the work group will try to see what the outcomes are, beginning to form a strategic plan framework.

Once the goals and outcomes are formed, the draft version of the strategic plan’s framework will be put up for public review and comment on the library’s webpage by the October board meeting.

The final version of the strategic plan should be presented at the November board meeting. As the strategic plan will be ever-evolving and outcome focused, work groups will convene to discuss how to expand upon and implement the strategic plan by asking these questions –

1. What does the community want?
2. Where does ACPL want to go?
3. How does ACPL get there?

The work groups will then craft the work plans (tactics and action steps) necessary to implement the plan.

## **REPORT OF DIRECTOR**

Norm Compton, Manager of Access Fort Wayne, shared his department's annual report and highlights from the last year. Highlights included the success of the summer concert series Rock the Plaza, the popularity of Maker Lab technology, and the growing listenership of WELT Radio. Marra Honeywell, Youth Services Coordinator, presented the Summer Learning Program summary. This year, 27,000 registrants signed up for the Summer Learning Program. There were 16,500 free lunch and snacks served in partnership with Fort Wayne Community Schools and the Indiana Department of Education. 8,100 youth participated in outreach programs sponsored by the library in cooperation with agencies like Fort Wayne Parks and Rec, Boys and Girls Club, Fort Wayne Housing Authority, Fort Wayne Community Schools, Allen County Juvenile Center, Wellspring, and local childcares. 310 parents and caregivers responded to a survey about the impact of Summer Learning on their children where 95% reported their child maintained or increased their reading skills

Ms. Southard shared that Managers are transitioning from separate off-site document storage and calendaring to storing their work product(s) on the ACPL network. Staff are learning how to use Microsoft products more effectively for sharing and creating group calendars. System-wide programming highlights from August were distributed to the board to read through in the Director's Report.

## **ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 4:08 p.m.

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Kent Castleman, Secretary